

I.	<u>Position Title:</u> Investigations Specialist/Administrative Assistant	<u>Revision Date:</u> 06/13
		<u>EEO Category:</u> Admin. Support
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30415
II.	<u>Summary Statement of Overall Purpose/Goal of Position:</u>	
	Under direct supervision of the Administrative or Investigations Captain, performs various administrative duties including maintaining files and confidential records, managing projects, tracking information, and receiving and handling telephone calls and walk-in public.	
III.	<u>Essential Duties:</u>	
	A. INVESTIGATIONS SPECIALIST	
	<ul style="list-style-type: none"> ● Provide detectives with online access to OMS and PIMS. ● Prepare photo line-ups, conduct computer background investigations, and gather intelligence information on criminal cases. ● Enter and extract information from various databases including Spillman, Versadex, Palantir. ● Register, monitor, and meet with sex offenders in Sandy City; collect and submit DNA samples from sex offenders; assigns detectives for sex offender home visits while ensuring data entry is accurate and complete. ● Run credit reports and driver's history reports for new hires. ● Assign and maintain access cards for all employees to the security doors throughout the department, shops, evidence building, substation, and Murray Range. ● Assist undercover detectives with getting proper identification (fake ID). ● Assist with yearly audit of the Evidence Room. ● Work with multiple agencies on Asynchronous Critical Infrastructure Protections (ACIP) throughout Homeland Security. ● Coordinate "Crime Tips" program involving information management via email, phone, or text message. ● Manage the Taser Axon Flex camera system. 	
	B. ADMINISTRATIVE ASSISTANT	
	<ul style="list-style-type: none"> ● Receive and handle telephone calls and walk-in public; including inquiries and complaints. ● Type various office correspondence, memoranda and other documents for administration using word processing equipment. ● Respond to a variety of correspondence using own discretion with minimal direction. ● Sort and distribute office correspondence. ● Organize and assist with division meetings and activities. ● May handle various, specially assigned activities as designed by the Captain including facilitating projects, programs, research or report preparation. ● Involvement in public cases for the Investigations Division. ● Prepare attendance and training rolls for the Investigations Division. ● Transcribe notes and/or interviews for internal investigations. ● Coordinate investigator and chaplain on-call schedules. 	
IV.	<u>Marginal Duties:</u>	
	<ul style="list-style-type: none"> ● May be required to handle accounts payable for the Police Department. ● May order office supplies and equipment. ● Handle duties for Executive Secretary when employee is absent. ● Assist Executive Secretary with Chief's calendar and appointments ● Perform other duties as assigned. 	

V. Qualifications:

Education: Requires one year of secretarial or business training.

Experience: Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for required education.

Certifications/Licenses: Requires a valid Utah driver's license.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Police terminology, practices, and procedures; correct English usage, spelling, vocabulary and arithmetic; clerical and general office practices, procedures and equipment; computer programs and databases used by the department.

Responsibility for: Great responsibility for the care, condition and use of materials; making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; handling confidential information.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other city departments and outside agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine and Equipment Operation: Type 45 wpm; requires regular use of a computer, word processing and databases software, printer, copier, fax machine, telephone system, transcribing machine, adding machine and occasional use of a typewriter.

Analytical Ability: Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines, and interactions with others.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____